

- N** For status code N the following edits apply:
 —N code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1, or SYSTEM is S.
 —N code is valid only for TYPE codes 01-25, 51, 71-75, 78 and 97-99.
- P** For status code P the following edits apply:
 —P code is valid only if SYSTEM is P and PLAN is 1.
 —P code is valid only for TYPE codes 02-08, 10-16 and 98-99.
- Q** For status code Q the following edits apply:
 —Q code is valid only if SYSTEM is P, PLAN is 2, and TYPE is 10-16.
 —Q code is valid only for EARNING PERIODS prior to January 1993 (<199301).
 —If STATUS is Q, COMPENSATION may be reported without CONTRIBUTIONS.
- R** For status code R the following edits apply:
 —R code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1.
 —R code is valid only for TYPE codes 01-25, 71-75, 78 and 97-99.
- S** For status code S the following edits apply:
 —When STATUS is S, there must be data in the END DATE field.
 —When STATUS is S, the END DATE YEAR and MONTH must match the EARNING PERIOD YEAR and MONTH.
- T** For status code T the following edits apply:
 —T code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1, or SYSTEM is S.
 —T code is valid only for TYPE codes 01-25, 51, 71-75, and 78.
- U** For status code U the following edits apply:
 —U code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1, or SYSTEM is S.
 —U code is valid only for TYPE codes 01-25, 51, 71-75, and 78.
- V** For status code V the following edits apply:
 —V code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1.
 —V code is valid only for TYPE codes 01-25, 71-75, and 78.
- W** For status code W the following edits apply:
 —W code is valid only if SYSTEM is P and PLAN is 1.
 —W code is valid only for TYPE codes 02-08 and 10-16.
- X** For status code X the following edits apply:
 —X code is valid only if SYSTEM is P and PLAN is 1.
 —X code is valid only for TYPE codes 02-08 and 10-16.
- Y** For status code Y the following edits apply:
 —Y code is valid only if SYSTEM is P and PLAN is 1, or SYSTEM is T and PLAN is 1.
 Y code is valid only for TYPE codes 01-25, 71-75, and 78.

E—School Employees' Retirement System (SERS)
J—Judicial Retirement System (JRS)
L—Law Enforcement (LEOFF)
P—Public Employees' Retirement System (PERS)
R—Judicial Retirement Account (JRA)
S—Washington State Patrol Retirement System (WSPRS)
T—Teachers' Retirement System (TRS)

Note: DRS checks that the SYSTEM code matches our record of the system for the REPORTING GROUP.

Tax/Non-tax (Does not apply to DCP Reporting)

- Valid values: T or blank

Total Compensation (Does not apply to DCP Reporting)

- Should equal the sum of all transactions for which compensation is reported

Total Days (Does not apply to DCP Reporting)

- Should equal the sum of all days for which compensation is reported

Total Employer Contributions (Does not apply to DCP Reporting)

- Should equal the sum of all employer contributions for which compensation is reported

Total Hours (Does not apply to DCP Reporting)

- Should equal the sum of all hours for which compensation is reported

Total Hours/Days (Does not apply to DCP Reporting)

- Should equal the sum of all hours/days for which compensation is reported

Total Member Contributions/Deferrals

- Should equal the sum of all member contributions for which compensation is reported or the sum of all participant deferrals

Total Records Reported

- Should equal the sum of all records reported, except the Summary Record

Type Code (Does not apply to DCP Reporting)

- A valid TYPE CODE must be present for the applicable transaction to be processed.
- The TYPE CODE must be valid for the SYSTEM and for the employee type.
- TYPE CODES valid for each SYSTEM:
 - E (SERS): valid codes are 30-34
 - P (PERS): valid codes are 01-21, 24-25
 - T (TRS): valid codes are 71-75, 78
 - (LEOFF): valid codes are 40-49
 - J (Judicial): valid code is 52
 - S (WSPRS): valid code is 51
 - D (DCP): none are required
 - R (JRA): none are required

Note: DRS validates the TYPE CODE against the reported SYSTEM and the system's record of the Employer Type.

Zip Code

- Must be numeric

Zip Extension

- Must be numeric

Manual (Paper) Reporting

Required Information

Employers, who report manually (with paper) use the “Member Earnings Transmittal Report—MRL.” This report is organized into four distinct sections: header, member information, earnings information and page/plan/system totals. The following pages provide an explanation of each of these sections. See the end of this chapter for examples of the manual report before and after it has been completed.

Note: See Chapter 11 for DCP manual (paper) transmittal reporting information.

Header Section

The header section is used to identify the reporting employer. This section contains the following fields.

Reporting Group Number

Each employer is assigned a unique number that identifies the employer and the retirement system in which the employer participates. (This number was previously called the department number.) Reporting Group numbers are either four or six characters, depending upon the retirement system being reported.

System

This field identifies the retirement system in which the employer participates. The following codes are valid:

- | | |
|---|---|
| D | Deferred Compensation Program |
| L | Law Enforcement Officers' and
Fire Fighters' Retirement System |
| P | Public Employees' Retirement System |
| T | Teachers' Retirement System |